




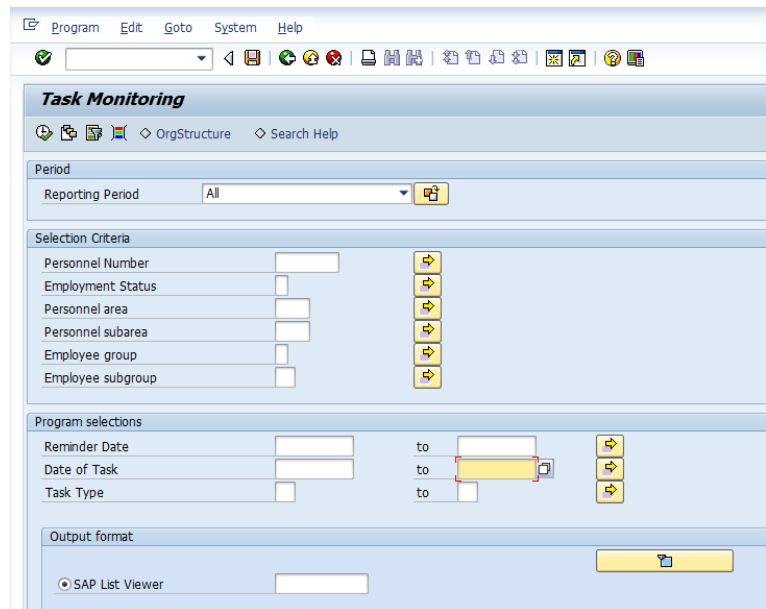


Monitoring of Tasks - Report Instructions

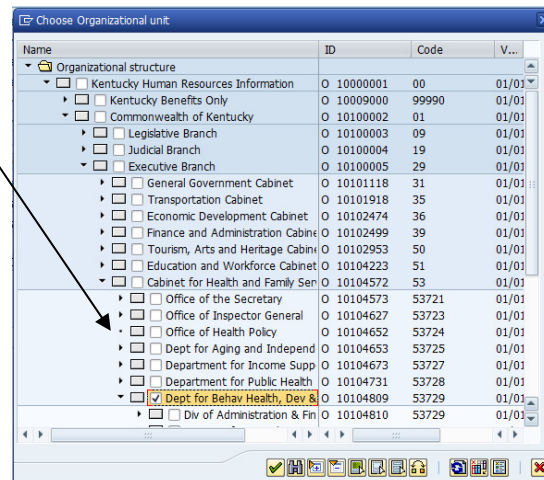


Use this report to display upcoming tasks. NOTE: This report is similar to the standard report, but this one includes org unit information. (Standard Report S_PHO_48000450)

1. From the main screen, type transaction code: **ZPAQ0031**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Reporting Period* – Choose a period from the list.
4. There are a couple of ways to search using this report. For example, if you want to display a list of tasks for an org unit, click the **Org Structure** button  **OrgStructure**.
5. Drill down to the select the org unit, then click the **Continue** button .



The screenshot shows the 'Task Monitoring' application window. It has a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Task Monitoring' and contains several sections: 'Period' with a 'Reporting Period' dropdown set to 'All'; 'Selection Criteria' with fields for 'Personnel Number', 'Employment Status', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup', each with a search icon; 'Program selections' with fields for 'Reminder Date', 'Date of Task', and 'Task Type', each with a search icon; and 'Output format' with a 'SAP List Viewer' option and a search icon.



The screenshot shows the 'Choose Organizational unit' dialog box. It has a table with columns 'Name', 'ID', 'Code', and 'V...'. The table lists various organizational units under the 'Organizational structure' heading. The 'Dept for Behav Health, Dev & Fin' is selected, indicated by a checkmark in the 'V...' column. An arrow from the 'Continue' button in the previous screen points to this selection.

Name	ID	Code	V...
Organizational structure			
Kentucky Human Resources Information	O 10000001	00	01/01
Kentucky Benefits Only	O 10009000	99990	01/01
Commonwealth of Kentucky	O 10100002	01	01/01
Legislative Branch	O 10100003	09	01/01
Judicial Branch	O 10100004	19	01/01
Executive Branch	O 10100005	29	01/01
General Government Cabinet	O 10101118	31	01/01
Transportation Cabinet	O 10101918	35	01/01
Economic Development Cabinet	O 10102474	36	01/01
Finance and Administration Cabinet	O 10102499	39	01/01
Tourism, Arts and Heritage Cabinet	O 10102953	50	01/01
Education and Workforce Cabinet	O 10104223	51	01/01
Cabinet for Health and Family Services	O 10104572	53	01/01
Office of the Secretary	O 10104573	53721	01/01
Office of Inspector General	O 10104627	53723	01/01
Office of Health Policy	O 10104652	53724	01/01
Dept for Aging and Independent Living	O 10104653	53725	01/01
Department for Income Support	O 10104673	53727	01/01
Department for Public Health	O 10104731	53728	01/01
Dept for Behav Health, Dev & Fin	O 10104809	53729	01/01
Div of Administration & Finance	O 10104810	53729	01/01

- Program Edit Goto System Help

Task Monitoring

1 OrgUnit Search Help

Period

Reporting Period All

Selection Criteria

Personnel Number		
Employment Status		
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		

Program selections

Reminder Date		to	
Date of Task	03/01/2011	to	06/01/2011
Task Type		to	

Output format

SAP List Viewer

- ## Export to Excel

-
- Save list in file...
- In which format should the list be saved ?
- ☐ unconverted
- ☒ Spreadsheet
- ☐ Rich text format
- ☐ HTML Format
- ☐ In the clipboard
- OK Cancel

- | File | Edit | Go | Views | Settings | System | Help | | | | | | | | | | | | | | | | | | | | |
|-----------------|---------|--------------------|-------------------|------------|----------|------------|-----------|----------------------------------------|----------------------------------------|----------|------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Task Monitoring | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task Monitoring | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task On | Task Id | Task Type | Task Type | Reminder | Pers.No. | First name | Last name | Cabinet Name | Agency Name | Org.unt | Organizational Unit | | | | | | | | | | | | | | | |
| 05/31/2011 | 21 | Z1 | Initial Probation | 05/31/2011 | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | 10104816 | Systems Support Branch | | | | | | | | | | | | | | | |
| 04/30/2011 | 21 | Initial Probation | 04/30/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | 10104817 | SC Waver Branch | | | | | | | | | | | | | | | |
| 04/30/2011 | 21 | Initial Probation | 04/30/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | SC Haver Branch | | | | | | | | | | | | | | | |
| 03/31/2011 | 21 | Initial Probation | 03/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | SW Waver Branch | | | | | | | | | | | | | | | |
| 05/31/2011 | 22 | Promo Probation | 05/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | 10104828 | Clinical Services Unit | | | | | | | | | | | | | | | |
| 05/31/2011 | 22 | Promo Probation | 05/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Clinical Services Unit | | | | | | | | | | | | | | | |
| 05/31/2011 | 22 | Promo Probation | 05/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Clinical Services Unit | | | | | | | | | | | | | | | |
| 04/30/2011 | 21 | Initial Probation | 04/30/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | 10104830 | Administrative Services Unit | | | | | | | | | | | | | | | |
| 03/31/2011 | 21 | Initial Probation | 03/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | 10104833 | Clinical Services Unit | | | | | | | | | | | | | | | |
| 03/31/2011 | 21 | Initial Probation | 03/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Clinical Services Unit | | | | | | | | | | | | | | | |
| 05/31/2011 | 21 | Initial Probation | 05/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Clinical Services Unit | | | | | | | | | | | | | | | |
| 02/17/2011 | 29 | Expected Leave Rtm | 02/16/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Clinical Services Unit | | | | | | | | | | | | | | | |
| 05/31/2011 | 21 | Initial Probation | 05/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Clinical Services Unit | | | | | | | | | | | | | | | |
| 04/30/2011 | 21 | Initial Probation | 04/30/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | 10104835 | Administrative Services Unit | | | | | | | | | | | | | | | |
| 04/30/2011 | 22 | Promo Probation | 04/30/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Administrative Services Unit | | | | | | | | | | | | | | | |
| 04/30/2011 | 21 | Initial Probation | 04/30/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Administrative Services Unit | | | | | | | | | | | | | | | |
| 03/31/2011 | 21 | Initial Probation | 03/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | 10104836 | Facility Services Unit | | | | | | | | | | | | | | | |
| 04/30/2011 | 21 | Initial Probation | 04/30/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Facility Services Unit | | | | | | | | | | | | | | | |
| 04/30/2011 | 21 | Initial Probation | 04/30/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Facility Services Unit | | | | | | | | | | | | | | | |
| 03/31/2011 | 21 | Initial Probation | 03/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Facility Services Unit | | | | | | | | | | | | | | | |
| 04/16/2011 | 29 | Expected Leave Rtm | 04/02/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Facility Services Unit | | | | | | | | | | | | | | | |
| 03/31/2011 | 21 | Initial Probation | 03/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Facility Services Unit | | | | | | | | | | | | | | | |
| 03/31/2011 | 21 | Initial Probation | 03/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Facility Services Unit | | | | | | | | | | | | | | | |
| 03/31/2011 | 21 | Initial Probation | 03/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Facility Services Unit | | | | | | | | | | | | | | | |
| 03/31/2011 | 21 | Initial Probation | 03/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Facility Services Unit | | | | | | | | | | | | | | | |
| 03/31/2011 | 22 | Promo Probation | 03/31/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Facility Services Unit | | | | | | | | | | | | | | | |
| 04/30/2011 | 21 | Initial Probation | 04/30/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | 10104837 | Support Services Unit | | | | | | | | | | | | | | | |
| 04/30/2011 | 21 | Initial Probation | 04/30/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Support Services Unit | | | | | | | | | | | | | | | |
| 04/08/2011 | 29 | Expected Leave Rtm | 03/25/2011 | | | | | Cabinet for Health and Family Services | Dept for Behav Health, Dev & Int Disab | | Support Services Unit | | | | | | | | | | | | | | | |